DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY

AFI 21-116
AIA SUPPLEMENT 1
31 March 1998

Maintenance

MAINTENANCE MANAGEMENT OF COMMUNICATIONS-ELECTRONICS

NOTE: AFI 21-116 is supplemented as follows:

This supplement provides additional directive guidance on maintenance management. It applies to all Air Intelligence Agency (AIA) activities performing maintenance on communications-electronics (C-E) systems, equipment, and circuits supporting AIA missions. It does not apply to AFTAC Detachments administratively supported by AIA, AIA-gained Air National Guard and Air Force Reserve units, or organizations performing only engineering and installation functions.

SUMMARY OF REVISIONS

(AIA) This revision aligns paragraphs, revises previous supplement guidance incorporated in the revised basic, updates references to AF publications, functional address symbol changes for field units, and clarifies and updates original guidance on maintenance management policies. The reporting requirement in Attachment 17 is exempt from licensing according to AFI 37-124, *The Information Collections and Reports Management Program*; Controlling Internal, Public, and Interagency Air Force Information Collections, see paragraph 2.11.12.
An * indicates revisions or additions from the previous edition.

Supersedes AIA Sup 1 to AFI 21-116, 20 August 1995.
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CHAPTER 1

* 1.3.1. AIA maintenance organizations will use the LG functional address symbols (FAS) in Attachment 16.

1.3.2. Send requests for waivers to AFI 21-116 and this supplement through command channels to the Maintenance Management Branch (HQ AIA/LGMM).

1.3.3.3. The Maintenance Division (HQ AIA/LGM) is functionally responsible for the AIA Communication-Electronics (C-E) maintenance management program.

* 1.3.3.9. The Consolidated Repair Activity (CRA) program does not apply to AIA.

* 1.3.5. HQ AIA/LGMM performs command Air Force Specialty Code (AFSC) career field manager duties for (X)2AXXX, 2EXXX, 9SXXX (assigned as maintenance technicians), and 33XX logistics AFSCs.

1.3.6. (Added) Analysis Summaries. The Integrated Electronic System Management Branch (HQ AIA/LGMY) compares analysis of equipment performance command-wide and provides these analysis summaries upon request. Organizations may request analysis of equipment performance at a specific unit from the unit, group, or headquarters analyst. Include the following information in each request:

1.3.6.1. Specific information required including standard reporting designators (SRD) and work unit codes (WUC).

1.3.6.2. Period of coverage and type of breakout required, that is., data for January through August 1997 in monthly increments.

1.3.6.3. Type of comparison, if required.

1.3.6.4. Type of information required. Examples: “raw data on magmedia” or “summary with analysis comment.”

1.3.6.5. Exact format desired. For example, list by SRD, job control number (JCN), identification (ID) number, units produced, and man-hours used.

* 1.4. HQ AIA/LG personnel may accompany the wing, group and center staffs on selected staff assistance visits (SAVs) to validate maintenance policy, assess impact of proposed changes, to investigate suspected problem areas, or to obtain understanding of special requirements resulting from the unit's mission or location. Such visits will be coordinated with the 67th Intelligence Wing (67 IW). The 67 IW/LG will submit their annual tentative SAV schedule NLT 1 Oct to HQ AIA/LGMM. The theater groups must submit their annual SAV schedule no later than (NLT) 1 September to the 67 IW/LG. Notify higher headquarters of any scheduled changes.

1.5. **(Added)** 67th Intelligence Wing Logistics (67 IW/LG).

* 1.5.1. Organization. The wing assigns focal points for enforcing higher headquarters established maintenance management policies, procedures, and functional system management. 67 IW/LG is responsible for all 67 IW logistics issues and 67 IW/LG described responsibilities.

1.5.2. Maintenance Management Responsibilities. The 67 IW/LG:

1.5.2.1. Provides management guidance through wing directives and supplements to HQ AIA maintenance directives as appropriate. Provides copies of these publications to HQ AIA/LGMM. Obtains approval from the directive office of primary responsibility (OPR) prior to publishing a supplement.

1.5.2.2. Ensures subordinate units establish effective maintenance management programs to include corrosion control, training, deficiency reporting, etcetera

1.5.2.3. Reviews and validates waiver requests to maintenance directives prior to submission to HQ AIA/LGMM.

1.5.2.4. Performs periodic, general, or special SAVs as required or requested.

1.5.2.5. Maintains a close relationship with 67 OSS/OSV Standardization and Evaluation Program (Stan/Eval) office to ensure wing maintenance stan/eval and aircrew training requirements are met.

* 1.5.2.6. Identifies lead unit to develop maintenance Job Qualification Standards (JQS) for new or upgraded systems. Ensures that lead unit provides a copy of the JQS to all applicable units, the Logistics Maintenance Branch (67 IW/LGM) and HQ AIA/LGMM.

1.5.2.2.7. Manages the systems maintenance (SYMNT) program.

* 1.5.2.8. Crossfeeds useful information to subordinate units and HQ AIA/LGMM for possible dissemination command-wide. Crossfeeds may include exceptional maintenance practices, training programs, operating instructions (OI), problem solutions, etcetera.

* 1.5.2.9. Serves as functional area support agreements coordinator; works with the Director of Plans (67 IW/XP) to develop new support agreements or review requests for changes to existing support agreements.

* 1.5.2.10. Arranges assistance from other wing units, the Centralized Antenna Team (CAT), host base and or host command at request of subordinate groups.

* 1.5.2.11. Ensures the use of the applicable maintenance management information system to schedule and control maintenance, collect maintenance data, and report equipment status. Provides assistance to units as required.

1.5.2.12. Ensures appropriate directives, general series TOs, and other publications required to provide authoritative management guidance are available. It is not required to maintain an all inclusive technical order (TO) file within the wing LG. Contents of the TO file are based on frequency of use and timeliness of data available from other sources.

* 1.5.3. Functional Systems Management Responsibilities. The 67 IW/LGM has functional systems management responsibility to support their subordinate groups in the performance of functional systems management responsibility for subordinate unit's airborne and ground systems.

1.5.3.1. Functional managers:

* 1.5.3.1.1. Provide direction and guidance to groups on system maintenance practices.

1.5.3.1.2. Review system status reports (SSR); aircraft status reports (ASR); and inspection, analysis, staff visit, deficiency, and operational test and evaluation (OT&E) reports to identify and analyze equipment or system deficiency trends. Follow-up adverse trends with subordinate groups. (See chapter 10 and attachment 17 for additional guidance on SSRs, ASRs, and PMFRs).

* 1.5.3.1.3. Provide assistance to groups on system maintenance difficulties beyond their capability to resolve.

* 1.5.3.1.4. Work closely with HQ AIA/LGMM to resolve problems with unit manpower authorizations, personnel assignment shortfalls, contingency taskings, and training issues. Assists subordinate groups with training needs by:

* 1.5.3.1.4.1. Arranging support from technical support activities, qualified group or wing personnel, or other training sources to resolve unit training deficiencies.

* 1.5.3.1.4.2. Assisting subordinate groups with establishment of training requirements during the annual training screening process.

1.5.3.1.5. Manage C-E maintenance contracts as required.

1.5.3.1.6. Participate in acquisition, configuration control boards, operational testing and evaluation, and minimum essential integrated logistics support requirements (MEILSR) when requested by HQ AIA/LG.

1.5.3.1.7. Review system acceptance documentation to include system acquisition plans (SAP), field commissioning guides, and field acceptance test plans for adequacy of logistics support items as requested by HQ AIA/LG.

*1.5.3.1.8. Participate when requested by HQ AIA/LG to participate in OT&Es and evaluating new systems using the OT&E test plan. Evaluate new systems for adequate integrated logistics support. Recommending unconditional, conditional, or non-acceptance of a new system to the acceptance test team leader.

* 1.5.4. Visits to Subordinate Units. Schedule and perform SAVs to subordinate groups on a recurring basis to provide any necessary training and guidance. Accompany the subordinate groups on at least one unit level SAV per year. The 67 IW/LG:

* 1.5.4.1. Submits annual consolidated proposed wing and group SAV schedule NLT 1 Oct to HQ AIA/LGMM. Provides HQ AIA/LGMM with any schedule changes.

1.5.4.2. Ensures the SAV team provides training and assistance on areas requested by the unit and or on any program where the team notes deficiencies. If adequate training cannot be provided during the SAV visit, requests a subject matter specialist provide additional training during a separate visit

1.6. **(Added)** Theater Group Responsibilities.

1.6.1. Organization. The theater groups will ensure higher headquarters established maintenance management policies and procedures, functional system management, etcetera are enforced.

1.6.2. Maintenance Management. The theater groups:

1.6.2.1. Ensure establishment of sound maintenance management programs at subordinate units.

* 1.6.2.2. Review and validate all waiver requests to maintenance directives before submission to higher headquarters.

1.6.2.3. Ensure appropriate directives, general series TOs, and other publications required to provide authoritative management guidance are available. It is not required to maintain an all inclusive TO file within the group LG. Contents of the TO file are based on frequency of use and timeliness of data available from other sources.

* 1.6.2.4. Perform SAVs for subordinate units. Submit proposed annual SAV schedule by 1 Sep to 67 IW/LG and notify 67 IW/LG of any schedule changes.

* 1.6.2.5. Coordinate with 67 IW/LG prior to performing scheduled visits in order for higher headquarters personnel to accompany the group on selected visits.

1.6.2.6. SAV teams provide training and assistance on subjects as requested by the unit and for programs with noticed deficiencies. If adequate training cannot be provided, a subject matter specialist may need to provide additional training during a separate visit.

1.6.2.7. Crossfeed useful information, such as best practices, from SAVs to subordinate units and forward to 67 IW/LG and HQ AIA/LGMM for possible command-wide dissemination. Crossfeeds might include, but are not limited to, exceptional maintenance practices, training programs, well-defined OIs, and successful solutions to difficult issues.

* 1.6.2.8. Work closely with higher headquarters to resolve issues with manpower authorizations, personnel assignment shortfalls, contingency taskings, and training issues.

* 1.6.2.9. Coordinate required assistance from other group units, host base, or theater command.

1.6.2.10. The 692d Intelligence Group (IG) and 26 IG manage their respective theater CAT team.

1.6.2.11. Perform managerial evaluations on category (Cat) III and IV maintenance activities within their respective theater.

* 1.6.2.12. Ensure the use of the applicable maintenance management information system to schedule and control maintenance, collect maintenance data, and report equipment status. Provide assistance to units as required.

1.6.3. Functional Systems Management Responsibilities. The group, LGM, has functional systems management responsibility for airborne and ground systems at subordinate units. The functional managers:

1.6.3.1. Provide direction and guidance to units on maintenance practices.

***** 1.6.3.2. Review system status reports, post-mission flight reports (PMFR), IG inspection reports, results of staff visits, Maintenance Stan/Eval Board (MSEB) reports and OT&E reports to identify negative equipment, system,

personnel or training trends. Take action to resolve problems. Request assistance from higher headquarters if unable to resolve problems using theater assets.

1.6.3.3. Provide assistance to units to resolve system maintenance difficulties that are beyond the unit's capability to resolve.

* 1.6.3.4. Review and validate out-of-cycle requests for formal and special training. Forward out of cycle requests to higher headquarters if unable to meet using theater resources.

* 1.6.3.5. Review and coordinate with group OJT Training formal maintenance training requirements during the annual screening process.

1.6.3.6. Review system acceptance documentation to include system acquisition plans (SAP), field commissioning guide, and field acceptance test plans for adequacy of logistics support items. Report any discrepancies or concerns to higher headquarters.

***** 1.6.4. Assist FSMAs and supporting unit in identifying those maintenance management functions that are to be performed on site by the FSMA and those that are the responsibility of the supporting activity.

1.7. **(Added)** Center Responsibilities. The center provides the following for Cat IV maintenance activities under their operational control. The center:

1.7.1. Establishes maintenance management guidance.

1.7.1.1. Develops a center supplement to AFI 21-116 to provide unique guidance for center detachments.

1.7.1.2. Submits proposed supplement to HQ AIA/LGMM for review and approval.

1.7.2. Crossfeeds unique maintenance management information to HQ AIA/LGM, 67 IW/LG, 692 IG/LG, 26 IG/LG, and detachments.

1.7.3. Maintains close liaison with HQ AIA/LGM, 67 IW/LG, and theater groups logistics staffs.

1.7.4. Provides functional systems management, including maintenance practices and maintenance data collection requirements, for center-unique systems.

1.7.5. Provides technical assistance to units upon request.

CHAPTER 2

***** 2.4.6. Within AIA, (X)2AXXX, 2EXXX, and 9SXXX in maintenance positions are considered traditional maintenance technicians.

***** 2.4.6.3. Any technician (traditional or non-traditional) maintaining MICAP or MDC reportable equipment will be evaluated under the Maintenance Standardization and Evaluation Program (MSEP) by Maintenance Support (MS).

2.4.6.4. Any workcenter maintaining MICAP/MDC reportable systems (including small computers) will have managerial inspections performed by MS. Technical evaluations may be performed by Maintenance Support Representatives (MSRs).

***** 2.19. Maintenance technicians document maintenance actions according to TO 00-20-2 on equipment identified as MDC reportable in Maintenance Bulletin (MB) 1-06 and the on-line MICAP/MEDIA Conversion Table in CAMS/REMIS. Users should contact their group CAMS/REMIS POC for assistance.

***** 2.19.1.1. **(Added)** Maintenance complexes will not develop local management information database systems in place of CAMS subsystems that are designed for the same purpose. For example, units will not develop a database management program to track preventive maintenance inspection (PMI's). CAMS provides for a subsystem to track PMI's.

***** 2.19.1.1.1. EXCEPTION: Units maintaining AIA systems on the RC-135 aircraft may use a locally developed system to track the training status of detailed JQS equipment tasks dependent on the baseline of the aircraft systems maintained. Overall aircraft system qualification, main subsystem qualification, specialty training standard tasks, and ancillary training will be maintained in CAMS.

***** 2.19.1.1.2. Airborne units may use a manual Maintenance Control system and perform Equipment Status Reporting (ESR) by record message for equipment and systems managed under the BIG SAFARI program for airborne units.

***** 2.19.1.2. **(Added)** Units which have a separate unit-wide mobility training database may deconflict mobility ancillary training items tracked in the unit database from the ancillary training items tracked in CAMS.

*****2.19.1.3**. (Added)** Supervisors will establish procedures in a unit or Branch OI to ensure that all required mobility training is accomplished on-time and as required. The OI should clearly state who is responsible for scheduling the training, performing the training and documenting completion of the training in the appropriate database system.

2.19.2.1. **(Added)** Units assign responsibility for managing individual CAMS subsystems within the maintenance activity using an OI or unit directive. Although management responsibilities for subsystems are specifically assigned, workcenters, staff, or other unit functions may be required to input or update data in the CAMS files. Maintenance analysts (AFSC 2R0X1) are not responsible for individual workcenter's data and should not routinely make inputs to CAMS except for the purpose of training personnel.

* 2.19.2.1.1. CAMS Training Task Table (TTT) upload and maintenance of, unless directed otherwise by host base directives, will be the unit's responsibility if the TTT has not been loaded by the host base unit.

2.19.2.2. **(Added)** Applicable CAMS subsystems, recommended management functions, and usage requirements are:

2.19.2.2.1. Preventive Maintenance Inspection (PMI)--Maintenance Control and Maintenance Support--mandatory use.

2.19.2.2.2. Time Compliance Technical Order (TCTO)--Maintenance Control and Maintenance Support--mandatory use.

2.19.2.2.3. Equipment Status Reporting (ESR)--Maintenance Control and Maintenance Support--mandatory use.

* 2.19.2.2.4. MDC--Maintenance Analysis Maintenance Support--mandatory use.

2.19.2.2.5. Maintenance Personnel--Maintenance Support--mandatory use.

* 2.19.2.2.6. Training Management--Maintenance Support--mandatory use for maintenance AFSCs; all other AFSCs are at LG's option--see exception in paragraph 2.19.1.1.1.

2.19.2.2.7. Maintenance Events--Maintenance Control and Maintenance Support--mandatory use.

2.19.2.2.8. Location--Maintenance Control and Maintenance Support--optional use.

2.19.2.2.9. Product Quality Deficiency Reporting (PQDR) subsystem--Maintenance Support--mandatory use.

* 2.19.2.2.10. Maintenance and Supply Interface--Maintenance Control and Maintenance Support--mandatory use except for items contained in the Big Safari Inventory (BSI) system.

* 2.19.3. **(Added)** Quality Deficiency Analysis System (QDAS). Contractor and Air Force technicians use QDAS to document equipment maintenance actions on systems managed by Detachment 2, 645 MATS, Greenville, TX, and Detachment 4, 645 MATS, Palmdale, CA. QDAS uses the field maintenance report (FMR) in place of AFTO Form 349, Maintenance Data Collection Record, to report maintenance actions. CAMS Maintenance events and ESR reporting subsystems may be used to automate control of maintenance and status reporting for equipment managed under the BIG SAFARI program at airborne units.

∗ 2.27. See Para 3.2.3. of this supplement for minimum required maintenance operating instructions.

2.31.3. **(Added)** Within AIA, equipment listed with an allowance source code (ASC) of AS709 will be managed as equipment items and accounted for on appropriate CA/CRL supply documents. Items authorized in the Position Equipment Table (PET) with an ASC of IPMS will be accounted for following IPMS procedures.

2.31.4. **(Added)** Document maintenance of AIA-mission small computers authorized in AS 709 using the appropriate CAMS modules.

2.33. See attachment 15 for a list of functionally supported maintenance activities (FSMA) and their applicable parent unit.

* 2.33.1. **(Added)** AIA units with FSMAs assigned will publish detailed guidance, either a Maintenance Operating Instruction (MOI) or Memorandum of Agreement (MOA) to clearly define functional responsibilities for supported activities. As a minimum, the MOI or MOA will address production control, training, technical order management, and MSEP evaluations. Reference same requirements in chapter 5 for guidance for MSEP programs at FSMAs.

* 2.34. Use AF Form 3215, C4 **Systems Requirements Document**, to clearly identify installation priority, justification, time, funds, and other pertinent factors for comm-computer self-help projects.

2.34.1. AIA units request approval for self-help communications-computers system projects from the 668th Logistics Squadron (668 LS). The 668th LS is the AIA focal point for alteration and installation of equipment and systems. The 668th LS provides support for major outside agency and contractor-installed systems and programmed relocation of equipment at the field units. The 668th LS maintains centralized plant-in-place records (PIPRs) for all AIA units. Units request installation support from 668th LS/IPM.

2.36. **(Added)** Maintenance Systems/Deficiency Analysis. This function is a key management process performed by Maintenance Support to improve overall maintenance processes. Maintenance Control, Maintenance Support, workcenters, and other staff functions must work together to isolate and identify problems in resources, training, and system performance, and recommend corrective actions.

2.36.1. **(Added)** Maintenance Support collects and compiles key performance indicators identified by the Chief of Logistics (COL), performs trend analysis, and publishes the results in a monthly or quarterly summary.

CHAPTER 3

*** 3.2.** For the purposes of this supplement, the Chief of Logistics (COL) is the same as the Chief of Maintenance (COM) or Chief of Mission Support Flight (CMSF) as stated in the basic

* 3.2.3. Publish branch, or maintenance operating instructions establishing procedures for the following areas. One or more functions may be consolidated into one instruction for ease of use.

3.2.3.1. **(Added)** Maintenance Standardization and Evaluation Program (MSEP).

3.2.3.2. **(Added)** Responsibilities for management of the maintenance management information systems (MMIS) used within maintenance. Reference Para 2.19.2.2 of this supplement for required and optional CAMS Modules.

* 3.2.3.3. **(Added)** Cat I and II units will develop a restoral priority to clearly define restoral priorities. The use of a restoral priority directive is optional for Cat III and IV maintenance complexes but recommended if more than two mission systems are maintained.

3.2.3.4. **(Added)** Electrostatic Discharge (ESD) Program.

3.2.3.5. **(Added)** Control of Maintenance.

3.2.3.6**. (Added)** JCN Assignment.

3.2.3.7**. (Added)** Test Measurement and Diagnostic Equipment (TMDE) Responsibilities.

3.2.3.8. **(Added)** Maintenance Training Management.

3.2.3.9. **(Added)** Safety (if not included in unit instruction).

3.2.3.10. **(Added)** Vehicle Management (if vehicles are assigned).

3.2.16. Engineering and Installation (E-I) teams from the 668th LS are not normally responsible for implementing TCTO modifications.

∗ 3.2.20. Mandatory appointment of a unit TMDE coordinator has been waived for AIA units by the Installation and Logistics Branch (HQ AF/ILMM). Use of a unit TMDE coordinator is optional, but if not used, the unit's maintenance workcenters must work closely together to ensure each workcenter is aware of the unit's overall TMDE posture. Work center TMDE coordinators will ensure that the responsibilities in Para A5.3 and A5.4 of the basic are accomplished.

* 3.2.23. Composite tool kits (CTK) will be inventoried before and after daily use. CTKs will be inventoried at least quarterly if they are not used on a regular basis.

* 3.2.23.1. **(Added)** Determine need for a tool room or tool crib. Establish procedures to ensure custodial control. Conduct an annual inventory of all tools and equipment contained in the tool room or upon change of custodian.

* 3.2.23.2. **(Added)** Develop procedures for replacement of tools that are damaged, destroyed, or become unserviceable. Develop procedures to verify that lost tools have not been lost inside equipment items.

3.2.24. **(Added)** Send unit and branch organizational charts to the parent group, 67 IW/LG, and HQ AIA/LGMM by 1 January each year or as changes occur.

* 3.2.25. **(Added)** Provide the maintenance complex status weekly to the unit commander. This may be provided by a briefing or other means as determined by the commander and the LG. Ideally, this update will be provided somewhere in the maintenance complex (that is., maintenance control, Maintenance Support, etcetera.)

3.2.26. **(Added)** Ensure equipment configuration is not changed without complying with proper directives.

3.2.27**. (Added)** Fully support the MDC effort and ensure the proper use of available MMIS. Identify points of contact (POC) for each MMIS to the parent group, 67 IW/LGM, and HQ AIA/LGMY annually in Oct. Identify each POC by name, rank, office symbol, and telephone number.

3.2.28. **(Added)** Identify items of interest and metrics to the maintenance analyst or MS for the purpose of tracking and trending.

* 3.2.29. **(Added)** In a Cat II maintenance complex, the COL will:

* 3.2.29.1. **(Added)** Establish a combined MS function responsible for conducting the MSEP and selected maintenance control tasks. See paragraph 4.9 of basic.

3.2.29.2. **(Added)** Establish an administrative support function for the maintenance complex. This function may be aligned under the COL or Maintenance Support.

3.2.30. **(Added)** In a Cat III maintenance complex, the unit LG will:

3.2.30.1. **(Added)** Ensure a working interface is established between maintenance and operations to report equipment outages and establish equipment restoral priorities.

3.2.30.2. **(Added)** Consolidate within one workcenter, to the extent practical, those management functions normally performed by workcenters and MS. These include managing modifications, monitoring deficiency reports, reviewing and submitting AFTO Forms 22, **Technical Order Improvement Report Reply**, and maintaining technical publications and PIPRs. The COL may specify individual responsibilities in a local directive. Cat III's will not establish a MS function.

3.2.30.3. **(Added)** Approve deficiency reports, cannibalization actions, and AFTO Forms 22.

3.2.30.4. **(Added)** Designate individuals to perform special and technical inspections. Managerial and personnel evaluations will be performed by the unit's parent organization.

3.2.30.5. **(Added)** Ensure administrative support is available to the maintenance complex. This includes arranging for outside assistance when administrative personnel are not assigned.

3.2.30.6. **(Added)** Designate a focal point for maintenance data systems and maintenance status reporting (when applicable).

3.2.30.7. **(Added)** Coordinate and schedule managerial evaluations with the evaluating organization**. NOTE**: HQ AIA/LGM performs managerial evaluations on the 690th Information Operations Group/690th Intelligence Support Squadron Logistics Flight (IOG/ISS/LG) and applicable centers. Intermediate headquarters perform managerial evaluations for all Cat III and IV units within their respective areas. All managerial evaluation requirements will be satisfied during the visit including personnel evaluations and a sampling of technical evaluations.

* 3.3. In AIA, the term Logistics Superintendent is used interchangeably with Maintenance Superintendent

* 3.3.1. Logistics Superintendents do not directly supervise production workcenters.

CHAPTER 4

4.1. Within AIA, the COL performs all functions outlined of the basic AFI for the CISF.

* 4.3.3. In units not authorized a maintenance control supervisor, the unit LG approves cannibalizations or delegates cannibalization approval authority in writing.

4.7.13. AIA units request maintenance assistance through their parent organization with information copies to 67 IW/LG and HQ AIA/LGM (if applicable) .

4.7.20. Obtain mission impact statements, as required, and provide to Materiel Control.

4.7.22. Use the term TCTO to mean any equipment modification directive to include TCTOs, MBs, modification service bulletins (SB), and other directives as published by recognized Air Force item management activities responsible for the equipment being modified. Ensure implementation authority is granted before implementing modifications.

4.9.4. **(Added)** In Cat II units, the consolidated Maintenance Support function will:

4.9.4.1. Administer the modification program for the maintenance complex.

4.9.4.2. Serve as focal point for maintenance data systems and maintenance status reporting.

4.9.4.3. Serve as focal point for maintenance assistance requests (TO 00-25-108).

4.10. Active jobs include all actions degrading mission capability or changing equipment status, including mission equipment in equipment inoperative for parts (EIP) status. This includes any test management and diagnostic equipment (TMDE) or mission equipment outage creating a hole in a master program position or causing master program equipment or systems to operate at less than full designed capability. Active jobs do not include scheduled actions where the workcenter coordinates with system operators to replace the affected equipment with a spare on a non-interfering basis. This also excludes repair cycle assets unless the end item or system is affected. Use CAMS if available to document job status and ensure appropriate Maintenance Data Collection (MDC) is completed.

4.10.1. Do not put classified data into CAMS. Maintenance control personnel must ensure they do not compile data in the narrative inputs that due to its nature makes it classified. Use USAFINTEL 201-1; items C-65, C-87, C-91, and C-105 as examples of narrative items that cannot be entered into CAMS. Consult the appropriate system classification guides for additional examples.

* 4.17. Maintenance Support will perform ESR reporting for units not authorized a Maintenance Control.

* 4.18. If the unit vehicle control officer (VCO) does not designate otherwise, Maintenance Support will perform these duties in Cat II units and the using workcenter in Cat III units.

∗ 4.20. Cat I and II units will publish maintenance plans; they are optional for Cat III and IV units. The plans will contain those items identified in Para 4.20 of the basic, plus individual training requirements not identified or scheduled in CAMS automated products.

* 4.21. Maintenance Database Management. If a 2RXXX analyst is not assigned, Maintenance Control in Cat I units and Maintenance Support for Cat II and III units will perform maintenance database management functions unless designated otherwise by the COL.

4.21.12. **(Added)** Advise users on matters pertaining to their CAMS subsystems including: system advisory notices (SAN), system changes or releases, program or database problems.

4.21.13. **(Added)** Assist CAMS users and managers in the applications of CAMS. Help users and managers interpret and understand output products.

4.21.14. **(Added)** Perform audits of CAMS subsystems for accuracy of data.

4.21.15. **(Added)** Attend host base CAMS working group meetings.

4.21.16. **(Added)** Maintain applicable CAMS manuals, and assist workcenters to determine their CAMS manual requirements.

4.21.17. **(Added)** Develop procedures for contingency processing of CAMS to prevent data loss during computer outages.

4.21.18. **(Added)** Ensure letters of appointment for unit and workcenter CAMS terminal area security officers (TASO) are on file with host database manager.

4.21.19. **(Added)** Manage CAMS security within the unit (if permitted by the host database manager).

4.21.20. **(Added)** Perform special studies as requested and identify areas for special study.

CHAPTER 5

5.8. The COL may elect to have Materiel Control report to the nonstandard SBSS account (FX) Satellite Chief of Supply or Maintenance Control (Cat I maintenance complexes). When using this option, Materiel Control remains responsible for those tasks required by Para 5.7 and 5.8 of the basic. If a Materiel Control is not assigned, the COL is responsible to ensure that the responsibilities of Para 5.8. of the basic and supplement are accomplished.

5.8.7. Verification. An aggressive verification process is the key to success in preventing unwarranted mission capability (MICAP) conditions, cannibalizations, priority-system abuses, and unnecessary expenditure of funds.

5.8.7.1. **(Added)** Materiel Control verifies MICAP parts requirements with Maintenance Control (Cat I) or workcenters (Cat II and III) before backordering. Materiel Control reports MICAP conditions according to Attachment 14.

* 5.8.7.2. **(Added)** Materiel Control functions not using CAMS/SBSS will manually verify all priority requisitions with maintenance control (Cat I) or the workcenters (Cat II and III).

5.8.7.3. **(Added)** A locally devised verification worksheet is mandatory for all MICAPs.

5.8.19. **(Added)** Perform any functions base supply cannot because of security, inaccessibility, etceteras.

5.8.20. **(Added)** Keep an active file of supply catalogs, fed log, and customer handbooks necessary to support maintenance.

5.8.21. **(Added)** Transport TMDE to and from precision measurement equipment laboratory (PMEL) when directed by the unit LG.

5.8.22. **(Added)** Ensure excess assets are processed promptly to host base supply or the AIA semi-automated satellite account (FB) or FX account. Report problems to the COL.

5.8.23. **(Added)** Serve as the reusable container monitor for the maintenance complex.

5.8.24. **(Added)** Operate designated tool cribs or tool rooms when directed by the COL.

5.8.25. **(Added)** Ensure that accountability and control is established for assets received from outside normal standard base supply systems (SBSS) channels or Det 2, 645 MATS, when no special supply account exists.

∗ 5.8.26. **(Added)** Serve as the maintenance complex list of materials (LOM) monitor. Manage and report LOM according to AIA guidance.

* 5.8.27. **(Added)** Process reparable property under warranty or guarantee according to TO 00-20-3 and AFMAN 23-110.

5.8.28. **(Added)** Process cannibalizations according to TO 00-20-2 and AFMAN 23-110.

5.8.29. **(Added)** Process deficiency report (DR) exhibits according to TO 00-35D-54, AFMAN 23-110 and applicable integrated logistics support plans.

5.8.30. **(Added)** Processing Requirements:

5.8.30.1. Materiel Controls having a CAMS and SBSS interface will publish an OI detailing procedures to process materiel requirements when CAMS and SBSS interface is not available. Material Control will:

* 5.8.30.1.1. Develop and maintain a continuity folder at the CAMS terminal that gives specific detailed instructions for all unique CAMS supply procedures or requirements, that is., showing how to access, update, and extract data.

* 5.8.30.1.2. Ensure that Air Force Computer System Manual (AFCSM) 21-579 is readily available in the unit to use in conjunction with the continuity book.

5.8.30.2. Materiel Controls not operating under CAMS/SBSS will:

5.8.30.2.1. Publish an operating instruction (OI) with procedures to process workcenter materiel requirements.

5.8.30.2.2. Process all priority requirements from maintenance to the base or satellite supply. The COL may authorize workcenters to process routine material requirements directly to base or satellite supply.

5.8.31. **(Added)** Reconciliation. Materiel Control will:

5.8.31.1. Ensure the due-out status listing (R31) is provided to appropriate workcenters each month for a complete revalidation of requirements.

5.8.31.2. Use the awaiting parts validation list (D19) to reconcile UND AR and BR requirements with workcenters.

5.8.31.3. Use the due-in from maintenance (DIFM) list (D23) to monitor critical repair cycle assets.

5.8.31.4. Use the Daily Document transaction listing (D04) to verify transactions and maintain a suspense file for due-outs.

5.8.32. **(Added)** Follow-up Actions. Materiel Control will perform and document follow-up actions. Material Control will:

5.8.32.1. Follow-up on UND A and B requisitions as necessary.

5.8.32.2. Annotate on the local MICAP verification worksheet all MICAP status changes and follow-ups.

* 5.8.32.3. Submit supply difficulty letters according to AFMAN 23-110. If results are not satisfactory, request assistance from their parent group. Info 67 IW/LGS and HQ AIA/LGSW.

5.8.33. **(Added)** Modification Kit Requirements (TCTO, MB, SB). Materiel Control processes modification kit requirements for the maintenance complex. Materiel Control will:

5.8.33.1. Prepare a suspense folder containing an AF Form 2001, **Notification of TCTO Kit Requirements**, and a copy of the modification for each kit number processed.

5.8.33.2. Coordinate with the base supply TCTO monitor or FB or FX supply account to ensure required modification kits, pieces, and parts are promptly requisitioned and delivered to maintenance.

5.8.33.3. Requisition all modification kit requirements not requiring processing by the base supply TCTO monitor.

5.8.33.4. Notify Maintenance Control or Maintenance Support when kits are available.

5.8.33.5. Coordinate with the base supply TCTO monitor to ensure modification actions on supply-controlled spares are completed.

* 5.8.34. **(Added)** Mobility Readiness Spares Package (MRSP). This air-transportable package of spares, repair parts, and related maintenance supplies supports a system's planned wartime or contingency operation for a specified period of time pending replenishment. Materiel Control will:

* 5.8.34.1. Store and maintain MRSP according to AFMAN 23-110, Vol II, Part 2, Chapter 26.

5.8.34.2. Submit the MRSP and MSK fill rate report to HQ AIA/LGSW by the fifth day of each month. Use the MRSP shortage stratification report (R20) to identify total quantity authorized and quantity short. Provide the following information: MRSP serial number or MSK identifier, total line items authorized, line items on hand, and fill percentages.

5.8.34.3. Provide the MRSP and MSK inventory list to HQ AIA/LGSW quarterly, or within 10 days of any changes. Submit the list by the fifth day of March, June, September, and December.

5.8.35. **(Added)** Initial Spares Support Requirements. Materiel Control will submit initial spares support list (ISSL) requests to the base supply stock control section.

* 5.8.36. **(Added)** Establishing Adjusted Stock Levels. Materiel Control will send AF Form 1996, **Adjusted Stock Level**, to base supply or the satellite supply account, as applicable. Detailed procedures for adjusted stock levels are found in AFMAN 23-110, Vol II, Part 2, Chapter 19, Section B.

5.8.37. **(Added)** Repair Cycle Assets. Materiel Control will process repair cycle assets (RCA) from the maintenance complex using TO 00-20-3.

5.8.37.1. When the COL directs centralized storage of RCAs, Materiel Control will:

5.8.37.1.1. Provide secure, segregated storage for awaiting parts (AWP) and equipment inoperative for parts (EIP) assets.

5.8.37.1.2. Ensure AWP and EIP assets in Materiel Control storage have proper documentation, including AFTO Form 350, Part I, **Reparable Item Processing Tag**, and a copy of AF Form 2005, **Issue/Turn-In Request**, or automated CAMS supply requisition for each bit and piece on order.

5.8.37.1.3. Assist base supply in conducting quarterly DIFM inventory and reconciliation of RCAs as required.

5.8.37.1.4. Provide updated status to the base supply DIFM monitor when not operating under CAMS/SBSS as soon as workcenters notify Materiel Control of status.

5.8.38. **(Added)** Turn around (TRN) Documentation. When not operating under CAMS/SBSS, Materiel Control serves as the unit's single POC for processing AFTO Form 350 TRN data to base supply's repair cycle support section. Materiel Control not using CAMS/SBSS will:

* 5.8.38.1. Forward AFTO Form 350, Part II, to the repair cycle support section to update the repair cycle asset database (AFMAN 23-110). Ensure "No demand on supply" is annotated in block 16 of the AFTO Form 350. Ensure a valid stock number or part number, action taken code, SRD, and number of days are provided on each AFTO Form 350.

* 5.8.38.2. Record each AFTO Form 350, Part II, sent to the base supply repair cycle support unit for TRN actions. Verify base supply processes each TRN action using the Daily Document Register (DO4).

5.10.4. **(Added)** Commercial Manuals. Maintenance Support (MS) will set up a method to index and control commercial manuals. Manuals will be reviewed annually for currency and applicability. Commercial manuals

duplicating TOs or MBs are maintained only to support specific serial numbered end items when an equipment modification or change is not covered in the current TO or MB.

5.13.2. Local workcards may expand established procedures, but will not be used to correct errors in TOs or MBs. Publishing local workcards does not relieve units of submitting AFTO Forms 22, **Technical Order Improvement Report and Reply**, to correct TO/MB deficiencies.

5.13.4. Prepare and format local workcards according to TO 00-5-1, Chapter 3. The COL will authorize and sign local PMI workcards and checklists.

* 5.13.5. **(Added)** Submit information copies of locally developed PMIs and workcards to HQ AIA/LGMM for possible command-wide implementation. Copies may be sent electronically via E-mail channels or other means. Do not submit copies of local checklists, as these normally expand or adapt TO procedures to the local environment and are not PMIs.

5.13.6. **(Added)** Review local workcards annually to ensure currency and accuracy. Document the review.

∗ 5.17. For the purposes of the MSEP personnel evaluation program, Cat IV organizations will be treated the same as FSMAs as directed in paragraph 5.17. of the basic (that is., MSRs may perform personnel evals if directed by the parent organization.) The parent organization should ensure that sufficient personnel evaluations are performed during the managerial evaluation to ensure the adequacy of the training programs.

5.17.2.4.5. **(Added)** Personnel subject to evaluation under 67 IWI 11-408 Standardization and Evaluation, may be evaluated under MSEP; however, the evaluation should not include tasks evaluated under 67 IWI 11-408.

∗ 5.17.2.8.1. A technician decertified as a result of an MSEP personnel evaluation will be reevaluated per Para 5.17.2.6.3.1.2. of the basic.

∗ 5.17.2.8.2. When practical, include the evaluatee's immediate supervisor.

5.17.3.1.1. SAVs, Inspector General inspections, and assessments (Unit Self-Assessments, etceteras) do not replace MSEP managerial evaluations.

5.17.3.3.7.25. **(Added)** Evaluate the Systems Maintenance (SYMNT) Program (if applicable).

5.17.4.3.3. **(Added)** When AIA E-I quality assurance (QA) inspectors are not on-site, perform in-progress and final acceptance inspections of a project to ensure sufficient knowledge of the project when signing acceptance documents. Coordinate with the E-I team chief prior to performing all inspections. Forward inspection results to 668th LS/QA.

* 5.17.5.1.6. An off-base supply requisition number may close out an equipment discrepancy, or civil-engineering work order number may close out a facility discrepancy.

* 5.17.5.1.6.1. **(Added)** Closure authority for FSMA and Cat III managerial evaluations will be the parent unit COL or parent group LG respectively.

5.17.5.1.6.2. **(Added)** Managerial evaluation reports must be routed through the unit commander.

5.17.5.5.4. **(Added)** Multiple-like-items of equipment coming into the same workcenter may be inspected under a single inspection report.

* 5.17.5.5.5. **(Added)** Prepare separate inspection reports for each piece of outgoing equipment (two copies). Send one copy with the equipment and retain the other. (Exception: for items being disposed of through DRMO, only one copy of the report is required. Retain that copy for your files.) A single inspection report may cover multiple like-items of equipment or an entire system if all the items are being shipped to the same unit or location. Ensure all like-items are identified by serial number or other standard marking on the report. The COL, logistics superintendent, or a designated individual will sign all outgoing inspection reports.

5.17.5.5.6. **(Added)** Prepare discrepancy reports on incoming equipment items received in a condition other than indicated on serviceability status documents and shipping directive. TO 00-35D-54 provides guidance on the type of report to submit.

* 5.20.5. Maintenance Summary. As a minimum, Cat I and II units Maintenance Support (MS) will provide current managerial, technical, and personnel evaluation visibility to the COL and supervisors through summaries of these programs, optional for Cat III and IVs. MS will publish the summary at least quarterly and send it to the COL for specific guidance or concurrence. The COL will route the summary through the appropriate supervisors.

5.21.4. **(Added)** Ensure HQ AIA/LGM is included as an info addressee on all DRs or correspondence concerning deficiencies

5.24. Forward SMR code change requests to HQ AIA/LGMY and AFTO Forms 135, **Source, Maintenance, and Recoverability Code Change Request,** to HQ AIA/LGMM.

5.25. Within AIA, unit P & I functions may be located in another area (Mobility Readiness (MR), MS, etcetera). Logistics Support (LS) must work closely with that planning function to ensure all requirements outlined in Para 5.25 of the basic are accomplished.

5.25.1.1.6. **(Added)** TCTOs and other modification kits required to support incoming equipment are requisitioned and installed before equipment becomes operational.

5.25.1.2.4. Programming documents include communications systems requirement document (CSRD), statement of need (SON), program action directive (PAD), project support agreement (PSA), etceteras. Review engineering installation (EI) projects developed within AIA according to AIA directives. Use attachment 18 to review 668th LS-developed projects.

5.25.1.2.5. LS ensures self-help projects are developed in coordination with 668th LS according to applicable AIA directives. Use attachment 18 to review 668th LS-developed projects.

5.25.2.3. LS initiates changes to intraservice, interservice, and interagency support agreements according to AFI 25-201, to support new systems or facilities.

5.25.3. **(Added)** Logistics Support (LS):

5.25.3.1. Coordinates with staff agencies to ensure support actions identified in programming documents or project packages are initiated and completed.

* 5.25.3.2. Assists staff agencies and workcenters in identifying support requirements using technical data, Allowance Standards (AS), school catalogs, programming documents, etceteras.

5.25.4. **(Added)** Project Management. LS will:

5.25.4.1. Coordinate with workcenters and other agencies to review completed facility work to identify any deficiencies which could prevent installation of new systems.

5.25.4.2. Identify any assistance required or conditions which may prevent or delay the pre-implementation survey or installation by the E-I or MEAR teams.

5.25.4.3. Advise MS at the start and completion of projects and removal actions, so MS can schedule and perform special evaluations according to Para 5.17.4.1.3 of the basic.

5.25.4.4. Monitor projects and provide status to the COL.

5.25.5. **(Added)** Plans Management. LS is the maintenance complex focal point for plans. The maintenance complex must be capable of executing tasks specified in operational plans (OPlans), programming plans (PPlans), and PADs. The impact of meeting all tasking must be assessed with respect to fulfilling the maintenance wartime tasking. LS will:

5.25.5.1. Assist workcenters to ensure taskings are realistic; procedures are written to execute tasks; and tasks are evaluated to determine manning, training, equipment, or other resource requirements.

5.25.5.2. Ensure resources are available prior to task implementation. Changes to host-tenant support agreements may be needed to obtain additional resources and support.

5.25.6. **(Added)** Logistics Manpower. As the maintenance complex focal point for manpower, LS reviews manpower needs when significant changes in workload or mission occur. LS actively participates in writing

manpower impact statements and preparing manpower change requests (MCR). LS requests assistance from respective group, wing, and HQ AIA/LGMM to resolve manpower problems or questions.

5.25.7. **(Added)** Budget. LS coordinates the maintenance budget with the unit resource advisor and individual workcenters. LS will not manage individual workcenter finances. LS ensures budget estimates consider support for programmed systems and mission taskings, projected costs for spares, TMDE, support equipment, and temporary duty (TDY) training associated with new programs. LS monitors expenditure rates, identifies maintenance costs which could be reduced, and advises workcenter supervisors and the COL of their expenditures.

5.26.1.1. If contract surveillance responsibilities are assigned, LS ensures the maintenance activity has the appropriate contract information.

5.26.4. **(Added)** Contract Reporting. Provide complete, objective, and accurate contract maintenance surveillance inspection reports as required. Reference the particular contract specification or procedure not being met for each deficiency. Send reports to the COL for review. The contract monitor will not directly contact the contractor on deficiencies.

5.28.3.1. Submit requirements through appropriate unit channels to (HQ AIA/DPT) Education and Training Division, with an info copy to HQ AIA/LGMM, as soon as the training requirement is realized or when required for the annual call-out by HQ AIA/DPT. The Air Force Catalog (AFCAT) 36-2223, USAF Formal Schools, should be used.

CHAPTER 6

6.4.2. Follow host base procedures for implementation of the Hazardous Material (HAZMAT) program.

6.5.3. Use CAMS to automate the STS portion of the CFETP. The CAMS individual training task list (ITT) will be located in the individual's training record. The workcenter will maintain master copies of CFETPs and JQSs for assigned personnel with all workcenter duty position and training requirements identified. Identify any unit additional duty tasks such as unit ground safety, vehicle control officer/NCO, budget monitor, equipment custodian, etc. separately.

* 6.5.4. Conduct initial workcenter orientation within the first 30 days of assignment. During the initial workcenter orientation, the workcenter supervisor will brief the MSEP program, workcenter training program, safety, and workcenter operating procedures. Document orientation in the individual's AF Form 623, On-The-Job Training Record.

* 6.5.4.1. **(Added)** Conduct initial evaluations within 90 days for newly assigned 3-level personnel and 30 days for all others to assess individual qualification levels and determine training requirements.

* 6.5.8.3. Individuals decertified as a result of an MSEP evaluation will be retrained and recertified within 90 days of being decertified.

* 6.5.8.3.1. **(Added)** EXCEPTION: If an individual is due to PCS, separate, or retire within the next 120 days, retraining and recertification is at discretion of workcenter supervisor with approval from the COL. Take into consideration unit war time requirements and if the individual will be required to maintain like equipment at their next assignment.

* 6.7. In Cat II and III units, the workcenters control and monitor all maintenance actions.

* 6.7.3.1. **(Added)** Ensure the PMI schedule is annotated on the date completed. Annotate deviations and review them monthly to determine reasons for the deviations. Take appropriate action to improve on-time accomplishment of scheduled maintenance.

6.7.5. If an automated MMIS is not available, manually track maintenance actions in progress (INW) using position number, aircraft tail number or system ID number, the JCN and a brief description of the malfunction (Reconcile all open jobs daily). Track deferred maintenance actions (AWP and EIP) by JCN and requisition number. Reconcile deferred maintenance actions weekly as a minimum.

6.7.8. **(Added)** The workcenter will use the appropriate MMIS to document and control maintenance actions.

* 6.8.13. **(Added)** Workcenter supervisor coordinates with Materiel Control to reconcile supply requisitions as outlined in Para 5.7 and 5.8 of the basic and this supplement.

6.8.14. **(Added)** Ensure AF Form 1996, Adjusted Stock Level, is prepared and submitted for an adjusted stock level when required to support mission equipment maintained by the workcenter.

6.8.15. **(Added)** Ensure adequate shopstock for support of maintenance is established. Shopstock includes items with a unit of issue greater than one, such as cleaning fluid, wire, heat shrink, lubricant, tape, and similar items. It may include items recovered and reused, such as connector dust covers, cable connectors, adapters, dummy loads, and similar items which may have an unit of issue of one. In addition, it may include bits and pieces left over from a programmed EI installation. Shopstock does not include administrative or janitorial supplies, nor does it replace benchstock.

6.8.15.1. Identify shopstock with labels showing item stock number or part number and unit of issue, as a minimum. Clearly mark the storage location as “shopstock”.

6.8.15.2. Retain shopstock items as long as an anticipated need exists. The owning workcenter will review this area semi-annually for possible additions to benchstock. Process a turn-in for shopstock items when a need is no longer anticipated.

* 6.10.1. In Cat III units, the workcenter will maintain facility records and other as-installed records.

6.10.3. Maintain historical records according to TO 00-20 series technical orders. When CAMS is not available, workcenters maintain manual records using AFTO Forms 95, **Significant Historical Data**.

6.10.3.1. **(Added)** Maintain historical records for all mission equipment or systems listed in the on-line CAMS/REMIS SRD data table or MB 1-06, Standard Reporting Designators and Work-Unit Codes for Command Mission Requirements.

6.10.3.2. **(Added)** Modified assets must be identifiable. If the modification directive for specialized management equipment items contains specific marking requirements to identify the asset, no AFTO Form 95 entry is required.

* 6.10.3.3. **(Added)** Detachment 2, 645 MATS, does not normally require using an AFTO Form 95 on any equipment item they manage. Consult the appropriate ILSP to determine requirement. Use of an AFTO Form 95 to record modifications or other historical data is optional.

* 6.10.3.4. **(Added)** Warner Robins ALC (WR-ALC/LR), requires historical records to record system level modifications even if the system is not listed in TO 00-20-2-14.

* 6.10.3.5. **(Added)** Most office automation small computers identified on IMPS will not require historical records.

6.12.7.5. For AIA-developed projects, submit changes as directed in the project package. Use Attachment 18 of this supplement to review AIA-developed projects.

∗ 6.13.1.3.1. **(Added)** When SMR codes are not published, the expendability, recoverability, repairability code, (ERRC) may be used with the following guidelines:

6.13.1.3.1.1. ERRC XB3--repair when practical according to TO 00-20-3.

6.13.1.3.1.2. ERRC XF3--implied SMR code is PAFFFP. Full field repair is authorized and required. NRTS Codes 8 and 9 may be applied according to TO 00-20-3.

∗ 6.13.1.3.1.3. ERRC XD2--implied SMR code is PAFDDT. Limited repair is authorized at the intermediate level, and overhaul is performed by depot. Do not assume an SMR code of PAFLDT, unless Air Force-approved technical data or the LSP states field repair will not be attempted. An ”L” in the fourth position of an SMR code restricts any attempt at repair outside the depot.

6.13.1.3.2. **(Added)** When a unit is authorized limited field repair (SMR code contains an implied or actual “D” in the fourth position such as PAFDDT), the following guidelines apply:

6.13.1.3.2.1. Repair these items if the shop or unit has repair capability. The repair capability is based on the immediate availability of unit resources to include skills, training, range and quantity of spare parts, technical literature, available tools, and test equipment. Do not retain these items at the unit to allow for the arrival of special test equipment, technical data, training, or parts not available through normal supply channels. Use NRTS 2 through 7 according to TO 00-20-3 as appropriate.

6.13.1.3.2.2. Use NRTS 1 on these items when the following conditions are encountered:

6.13.1.3.2.2.1. Circuit boards are multi-layered (two-sided boards are not considered multi-layered).

6.13.1.3.2.2.2. Testing or troubleshooting the item requires an active system as a test bed, and due to the nature of the failure, testing could result in damage to other system components or assemblies that may cause system or mission degradation or loss.

6.13.1.3.2.2.3. Repair requires removal or replacement of soldered-in components in areas where components are densely populated.

6.13.1.3.2.2.4. If troubleshooting would require excessive time.

6.13.1.3.2.3. **(Added)** These guidelines are AIA-imposed restrictions on repair to PAFDDT items when not specifically noted in the technical data. Repair capability determinations rest with the workcenter supervisor in conjunction with Maintenance Support. The COL has final determination authority.

6.13.1.3.3. **(Added)** For submitting SMR code change requests, follow procedures in TO 00-25-195. Submit AFTO Forms 135 to HQ AIA/LGMM.

CHAPTER 9 (Added)

SUPPLEMENTAL MANAGEMENT GUIDANCE FOR DEPLOYABLE SYSTEMS

*** 9.1. Overview**. This chapter applies to units with deployable assets including tactical; COMSEC; command, control, and communications counter-measures (C3CM); transportable support systems such as Deployable Maintenance Shelter (DMS), Transportable Ground Support Facility (TGSF), Initial Capabilities Module (ICM), Transportable Mission Processing System (TMPS), and the Contingency Airborne Reconnaissance System (CARS) Deployable Ground System (DGS).

9.2. Chief of Logistics Responsibilities. The COL will:

9.2.1. Publish directives and checklists to establish local deployment procedures and pre/post-deployment requirements.

9.2.2. Designate staff functions, such as Maintenance Control and Maintenance Support for deployments, as needed.

9.2.3. Establish and publish procedures to report equipment outages during deployments. Ensure Maintenance Control is advised of outages and open discrepancies upon deployment termination. Procedures can be a coordinated OI or unit directive.

* 9.2.4. Develop a mission and equipment restoral plan based on deployment conditions, fragmented orders, or mission directives for each deployment. This may be accomplished at the deployed site.

∗ 9.2.5. Work closely with the unit deployment manager to ensure that DOC statements, LOGDET, and TPFFD data identify all equipment, materiel, and personnel requirements are applicable and current.

9.2.6. For systems in-garrison and not supporting an active mission, report by exception once a partially mission capable (PMC) or not mission capable (NMC) status is opened and again when the status returns to full mission capable (FMC).

9..3. Maintenance Control Responsibilities. This function is the single point of contact between production workcenters, mobility and readiness functions, and other unit staff activities. Maintenance Control will:

* 9.3.1. Task supporting workcenters and functions to assist responsible workcenter in preparing mission and support equipment and supplies for deployment when required.

* 9.3.2. Assign JCNs for performance of operational checks of equipment and shelters prior to deployment. The deployed Maintenance Control or senior maintenance technician will assign JCNs for unit type code setup and activation.

9.3.3. Establish procedures for maintenance data collection when deployed.

9.3.4. Recommend equipment for deployment based on mission requirements.

*** 9.4. System and Personnel Status Reporting.** System status report (SSR) is used to crossfeed information between associated units. These reports provide the current logistical and maintenance status of AIA-maintained systems to supporting agencies and detachments. The requirement to submit these reports applies to all SENIOR YEAR mission systems maintained by AIA units. Each operating location will submit an SSR (see attachment 17) following each scheduled mission. Coordinate with the mission supervisor before completing an SSR to ensure system deficiencies impacting operations are reported. Complete and transmit the SSR, by electronic means, no later than one duty day after the mission is completed. SSR reporting for all other deployable systems is at the discretion of the owning unit and the 67 IW. SENIOR YEAR SSRs will be generated locally per example in attachment 17.

9.5. Materiel Control Responsibilities. A Materiel Control technician or function will deploy to support large scale or extended deployments as indicated in applicable unit type codes (UTC).

9.6. Maintenance Support Responsibilities. Length of deployment, amount of equipment, and size of deployed work force guides the MS program for a deployed unit or element. The in-garrison program is identical to Chapter

5 of the basic. The COL, with assistance from MS personnel, determines MS program requirements for each deployment. Additional mobility responsibilities are as follows:

* 9.6.1. Maintenance Support Representatives (MSR). Designate, in writing, MSRs to perform special evaluations needed to support deployments. These representatives will be trained by MS prior to deployment.

* 9.6.2. Predeployment Evaluation. Predeployment evaluations are directed at overall system status and configuration. MS evaluates equipment and system status configuration (when flexible configuration is authorized), and availability of test equipment, tools, MRSPs, etcetera, to support the deployment.

* 9.6.3. Post-Deployment Evaluation. These evaluations are an integral part of the post-deployment turnaround for redeployment. The maintaining workcenter will perform these evaluations, while preparing equipment for storage or redeployment. MS personnel or a designated MSR will perform random technical evaluations as determined by the COL before equipment is placed in a stored status.

* 9.6.4. Checklists. Use locally developed checklists for predeployment, deployment, and post-deployment evaluations as needed to determine completeness and serviceability of end-items, systems, and shelters. These checklists differ from standard incoming, outgoing, and general inspection checklists in that they address mobility considerations, such as configuration and inventory. Use locally developed checklist indexes to prevent duplication of checklists. Provide copies of same to the 67 IW/LGM for possible distribution to locations supporting the same baseline of equipment.

9.7. Preventive Maintenance. Assets frequently deployed and placed in a storage status have special PMI needs as authorized by TO 00-20-8.

9.7.1. PMIs with an interval of less than 56 days may be waived by the LG.

9.7.2. Schedule PMI intervals according to applicable TOs on equipment used for training and operational spares.

9.8. Power Production and Environmental Control Unit (ECU) Maintenance (Zonal Maintenance). Mobility mission generators and ECUs are managed and maintained according to Air Force and AIA civil engineering directives.

9.8.1. Power production and ECU workcenters are subject to MSEP. MS will use locally developed checklists during the managerial evaluation for tasks not on C-E maintenance checklists.

9.8.2. When the host base or another AIA unit provides support, ensure a host-tenant support agreement or joint directive specifies applicable responsibilities.

9.9. Vehicle Management. Vehicle management functions aligned under the COL are operated according to AFI 124-301.

CHAPTER 10 (Added)

SUPPLEMENTAL MANAGEMENT GUIDANCE FOR MANNED AIRBORNE MISSIONS

*** 10.1. Overview**. This chapter provides supplemental guidance for AIA units performing manned airborne missions. All manned airborne systems maintained by AIA are managed under the BIG SAFARI program. These systems have special logistics support procedures established in integrated logistics support plans (ILSP). ILSPs should be readily available to Maintenance Support and workcenter personnel providing support to these systems. Applicable ILSPs and LSPs are indexed in the Position Equipment Indicator (POEI) List. If an ILSP is not available for a particular system in the BIG SAFARI program, the intent and purpose of the RIVET JOINT ILSP will be followed. Should any conflicts or other issues arise, direct inquiries to HQ AIA/LGM.

*** 10.2. Chief of Logistics** (COL) Responsibilities:

* 10.2.1. RED X Conditions. The COL will:

* 10.2.1.1. Ensure malfunctions of AIA aircraft installed systems which cause mission abort or termination are treated as “RED X” conditions and a RED X symbol is entered in the AIA-maintained Mission Equipment Status

Book (Para 10.3.1.3.) AFTO Form 781A, Maintenance Discrepancy and Work Document. Corrective actions must comply with TO 00-20-5.

10.2.1.2. Ensure compliance with aircraft owning command instructions regarding aircraft "Red X" conditions and changes to aircraft weight and balance.

10.2.1.3. Ensure sufficient qualified military maintenance personnel are available and designated (in writing) to clear "RED X" conditions (TO 00-20-1, Section III). Provide a copy of the designating letter to the local aircraft maintenance organization.

10.2.2. Ensure that Minimum Essential Subsystem List (MESL) for AIA airborne systems are coordinated with host aircraft maintenance organizations.

10.2.3. Lost Tool Procedures. Develop local procedures to prevent FOD to aircraft, engines, and the flight line area. Provide reporting procedures for lost tools. Include inventory control procedures, intervals, methods of identification, and damaged tool replacement procedures.

10.2.4. Personnel Evaluation and Certification Programs. The COL will:

10.2.4.1. Ensure a maintenance aircrew evaluation program is established according to AIAI 11-402 and 67 IWI 11-408 and that all maintenance aircrew personnel in process through LGB within 30 days of arrival.

10.2.4.2. Ensure MSEP requirements are met for personnel performing back shop or organizational level maintenance.

10.2.4.3. Ensure personnel performing maintenance on the flightline meet local training and certification procedures before operating any AGE equipment

10.2.5. Equipment Accountability. The COL will:

10.2.5.1. Assume responsibility and control for AIA maintained aircraft systems and mission support equipment on-station based on the configuration of the system when it arrived on-station.

10.2.5.2. Report all variations in configuration not noted in the Mission Equipment Status Book to 67 IW/LG, parent group(s) and the losing unit by record message traffic. Report variations within 24 hours of aircraft arrival and before flying a mission.

10.2.6. Maintenance Data Collection. Ensure that maintenance data is collected and reported through the appropriate MMIS.

10.2.7. Software Accountability. Establish procedures to ensure correct software is available for system maintenance and that maintenance personnel comply with local procedures for accountability of mission software.

10.2.8. Establish procedures to ensure current AIA aircraft system status is provided to the local aircraft maintenance control facility and to higher headquarters**.**

10.3. RC-135 Aircraft Rotation and Phasing:

∗ 10.3.1. 97th Intelligence Squadron (97 IS) Responsibilities:

10.3.1.1. Serve as the focal point and lead unit for AIA systems installed on RC-135 aircraft. As lead unit the 97 IS will:

10.3.1.1.1. Develop initial Airborne Maintenance Technician (AMT) JQS for new airborne systems and provide copies to the 390 IS, 488 IS, 67 IW/LG and HQ AIA/LGMM.

10.3.1.2. Develop, in concert with Det 2, 645 MATS, all initial AMT flightcrew Checklists for AIA mission systems. Provide copies of all flightcrew checklists to the 390 IS, 488 IS, 67 IW/LG, 670 OSS/OSV and HQ AIA/LGMY.

10.3.1.3. Develop and conduct training courses for AMT initial and difference aircrew training for assigned airborne platforms.

10.3.1.4. Develop and maintain AIA Mission System Post Flight Recovery Checklists for all assigned airborne systems. Ensure that checklists accompany each aircraft on deployment and are available for use after every flight.

10.3.1.5. Develop procedures to coordinate and perform required Phase/Isochronal Inspections for AIA Mission Systems installed on RC-135 aircraft from the 55 WG.

10.3.2. Rotation Responsibilities for All Units:

10.3.2.1. Losing Unit. The losing unit will send a predeployment message to arrive at the gaining unit as early as possible before the aircraft or system arrives. Indicate the specific mission-equipment status upon departure from the losing unit. Include all open discrepancy JCNs and the reason for not correcting prior to departure. Include 67 IW/LG as information addressee. Ensure that all deferred maintenance actions have been transferred to AFTO Form 781K.

10.3.2.1.1. Before allowing an aircraft or system to depart, the losing COL will ensure the aircraft or system is correctly configured and all maintenance within the unit's capability is completed.

10.3.2.1.2. Cannibalization of any equipment from the redeploying aircraft or system must be cleared with the gaining unit. If the gaining and losing units do not agree, then each unit should promptly refer the problem with a clear description of mission impact to 67 IW/LG for resolution.

10.3.2.1.3. Annotate deviations and variations in the Mission Equipment Status Book before the aircraft or system departs.

10.3.2.2. Gaining Unit. Within 1 duty day, the gaining unit will notify the losing unit of any significant differences between actual equipment configuration and the configuration reported by the predeployment message from the losing unit or documented by the rotational airborne maintenance technician (AMT) crew. Include 67 IW/LG as an information addressee.

10.3.2.3. Parts Requirements. Apply the following guidelines for ordering parts when the aircraft and system is scheduled for deployment to another unit. In this context, "parts" refer to end items, components (ERRC XD2/XF3), and bits and pieces (ERRC XB3). Do not backorder parts if the aircraft is within 10 days of scheduled departure unless a MICAP condition exists or delivery is probable in time to repair the aircraft and system before departure.

10.3.2.3.1. The losing unit will redirect outstanding requisitions for XD and XF assets against a particular aircraft and system to the gaining unit when it becomes probable the parts will not arrive before departure.

10.3.2.3.2. The losing unit will notify the gaining unit of the outstanding parts requirements. This notification will include parts needed but not ordered due to inadequate delivery time and parts ordered but not delivered (redirected) before departure. Include a description of the discrepancy, nomenclature, part number, stock number, and quantity needed. This information must be included in the predeployment message.

*** 10.4. RC-135 Aircraft Recovery**. An aircraft recovery (post mission inspection) will be performed after each sortie. Use the AIA Mission System Post Flight Recovery Checklist accompanying the aircraft to accomplish the recovery.

*** 10.5. Modification Program**. As lead unit, 97 IS/LG will maintain and manage modifications of the AIA systems on RC-135 aircraft, unless directed otherwise. The COL at other airborne units will manage non-airframe modifications at their units. All modifications must be approved by Det 2, 645 MATS IAW applicable ILSP.

* 10.5.1. The 97 IS/LG Responsibilities. The COL will:

10.5.1.1. Determine applicability of the modification, order and distribute parts or kits.

10.5.1.2. Determine who will perform the modification except for airframe-related modifications.

10.5.1.3. Maintain configuration control and status accounting for all aircraft mission-equipment modifications.

* 10.5.1.4. Report modification status to Det 2, 645 MATS and 67 IW/LG as changes occur with an info copy to HQ AIA/LGMY.

10.5.1.5. Notify 67 IW/LG when problems are encountered with any phase of the modification program.

* 10.5.2. Responsibilities Of Other Airborne Units. The COL will:

10.5.2.1. Ensure modifications are performed as directed.

* 10.5.2.2. Provide modification status as required by the 97 IS COL

10.5.2.3. Ensure the location of assets requiring modification is tracked. Notify the 97 IS/LG when an asset requiring modification must be relocated to another unit.

* 10.5.2.4. Notify the 97 IS/LG within 1 duty day after a modification is completed with an info copy to 67 IW/LG and HQ AIA/LGMY.

10.5.2.5. Utilize aircrew checklists provided by 97 IS/LG to develop local checklists for use by aircrews at the local unit. Incorporate specialized local operating procedures or procedures for additional equipment in the checklist. Provide information copy to 67 IW/LG and HQ AIA/LGMY.

10.6. Maintenance Documentation Procedures.

* 10.6.1. Mission-Equipment Status Book. Mission-equipment status books provide an overall indication of the current status of the specified system to include documentation of malfunctions and corrective actions.

* 10.6.1.1. The 97 IS provides an AIA Mission Equipment Status Book for AIA airborne systems. This book will contain as a minimum: AFTO Form 781A, **Maintenance Discrepancy & Work Document**; AFTO Form 781B, **Communications Security Equipment Record**; AFTO Form 781K, **Aerospace Vehicle Inspection, Engine Data Calendar Item Inspection and Delayed Discrepancy Document**; and a Julian date calendar. Maintain the aircraft mission equipment status book according to TO 00-20-2.

10.6.1.2. The 97 IS will purge the AIA Mission Equipment Status Book of all old write-ups and ensure all deferred maintenance actions are transferred to AFTO Form 781K prior to departure from home station. All units will ensure deferred maintenance actions are transferred to AFTO Form 781K.

* 10.6.1.3. The owning unit will develop an equipment status book for transportable systems such as the DMS, TGSF, and TMPS. The status book will be maintained according to TO 00-20-7 and will contain AFTO Forms 244/245, Industrial/Support Equipment Record and applicable historical documentation (AFTO Form 95 or equivalent) and a Julian date calendar.

* 10.6.2. Maintenance technicians will update the AFTO Form 781C, Avionics Configuration and Load Status Document, (when applicable) for weight and balance information upon removal or installation of equipment.

10.6.4. Controlling workcenter maintenance.

10.6.4.1. Update aircraft status daily with Maintenance Control or at completion of aircraft recovery.

10.6.4.2. Phase inspections are controlled as a single job with multiple discrepancies. Update aircraft status with Maintenance Control daily or at the end of the inspection. Document discrepancies not corrected during the phase-inspection period as separate unscheduled maintenance actions.

10.6.5. Local Procedures Book. Workcenter supervisors will prepare and keep a local procedures book for use by the airborne-maintenance technician (AMT) during flights. This book should supplement the mission-equipment status book. Ensure the book includes as a minimum:

10.6.5.1. A list of JCNs for the system and instructions for their use.

10.6.5.2. Copies of Unit/Branch OIs, directives or MDC guidelines needed by the maintenance technician while airborne or operating from a TDY location.

10.6.5.3. A list of all items and quantities in the in-flight maintenance kit unless the list is attached to the kit.

10.6.5.4. Any documentation required to install, maintain or operate any Quick Reaction Capability (QRC) type add-on equipment system.

10.6.6. If units automate the control of maintenance, CAMS/REMIS will be used.

*** 10.7. Modular Circuit Card (MCC) Repair**. The 97 IS/LG is authorized and will be the intermediate level repair point for maintenance of all GEN RAD (LTS 2235) testable MCCs. Each operating location and unit with RC-135 aircraft containing AIA systems will ship unserviceable MCCs to the 97 IS/LG. The 97 IS/LG will handle MCCs requiring depot level maintenance according to the RIVET JOINT, COMBAT SENT, and COBRA BALL aircraft ILSPs.

*** 10.8. System and Personnel Status Reporting**. System Status Report (SSR) and Airborne Maintenance Technician Status Reports (AMT-SR) are used to crossfeed information between associated units and provide higher headquarters information for key status indicators. The requirement to submit these reports applies to all BIG SAFARI airborne systems maintained by AIA units.

10.8.1. All SSR operating locations will:

10.8.1.1. Submit an SSR following each scheduled AIA mission.

10.8.1.2. Coordinate with the mission supervisor and review post-mission flight report (PMFR) before completing a SSR. Provide entries in the SSR for all deficiencies documented in PMFRs or other operational reports.

10.8.1.3. Have AMTs coordinate with in-flight maintenance technician (IMT) during flight, and add Air Combat Command (ACC) system status information to the SSR prior to landing.

10.8.1.4. Complete and transmit the MSR, by electronic means, no later than one duty day after the aircraft lands or mission is completed.

10.8.1.5. Report by exception once a partially mission capable (PMC) and not mission capable (NMC) status is opened and again when the status returns to full mission capable (FMC) for systems in-garrison (not flying).

* 10.8.1.6. Complete all SSRs as instructed in Attachment 17. SSR reports will be classified according to content as required in the latest BIG SAFARI program classification guide.

10.8.1.6.1. Complete RC-135 SSRs using the crossfeed file (XFEED#) delivered with mission software. The "#" in XFEED# will correspond to the baseline number. The depots will update the SSR software files as systems change.

10.8.2. AMT-SR.

10.8.2.1. This report will list the status of all unit assigned AMTs.

* 10.8.2.2. The report must be sent monthly, no later than the 5th duty day of each month. Classify the message "FOR OFFICIAL USE ONLY."

10.8.2.3. Use the format in attachment 17 for the AMT-SR.

10.8.3. Joint AIA and ACC OPREP. AIA units will ensure accurate system status on the ACC (OPREP-1C) planning report and materiel deviations on the (OPREP-5M) summary report.

CHAPTER 11 (Added)

SUPPLEMENTAL MANAGEMENT GUIDANCE FOR CENTRALIZED ANTENNA TEAMS

*** 11.1. Overview**. This chapter provides basic policies, responsibilities, and procedures for managing centralized antenna teams (CAT), their assets, and related maintenance resources within European and Pacific Theaters. This chapter applies to all units authorized CATs, manages them, and those units receiving support from these teams.

11.1.1. Concept. The CAT concept provides a maintenance capability for antenna systems, including transmission lines where organic maintenance capability does not exist**.**

11.2. HQ AIA/LGMY Responsibilities. HQ AIA/LGMY provides oversight of the CAT program and direction for support of AIA centers and outside agencies.

11.3. 67 IW/LG will:

11.3.1. Provide guidance and assistance, as required, to standardize and improve the capability of the CATs.

11.3.2. Consolidate and coordinate SYMNT inspection and CAT team visits where possible.

11.4. Theater group responsibilities. In theater groups, 26 IG and 692 IG will:

11.4.1. Operationally task CATs

11.4.2. Budget for CAT temporary duty (TDY).

11.4.3. Provide units within their area of responsibility a single point of contact and procedures for requesting and obtaining scheduled, unscheduled, and/or emergency antenna maintenance assistance.

11.4.4. Provide guidance, support, and assistance, as required to enable the teams to perform their mission and ensure that teams are deployed in a timely manner once requirements are known.

11.4.5. Ensure CAT is not used to perform SYMNT duties.

11.4.6. Maintain continual awareness of team status--for example, location, team size, emergency contact point, and estimated return date.

11.4.7. Coordinate preventive maintenance inspection (PMI) schedule with CAT.

11.5. CAT responsibilities. CAT will:

11.5.1. Develop pre- and post-deployment procedures to include:

11.5.1.1 In-brief and out-brief the COL or unit CC.

11.5.1.2. Coordinate downtime with the appropriate agencies.

11.5.1.3. Coordinate transportation and billeting arrangements.

11.5.1.4. Ensure accountability and care of tools and equipment.

11.5.2. Assist supported units' host Base Civil Engineering (BCE) during annual antenna support structure inspections, as required.

11.6. CAT Host Unit Responsibilities. The CAT host unit (301 IS and 402 IS) COL will:

11.6.1 Align and manage the team as an independent deployable workcenter.

11.6.2. Respond to operational tasking as established by parent group to include work for outside agencies as directed by HQ AIA/LGMY through parent group.

11.6.3. Publish an operating instruction defining the responsibilities of the CAT when at home station.

11.7. Support Unit Responsibilities. Units supported by the CAT will:

11.7.1. Budget for any heavy-duty equipment and procure any supplies and/or materials needed by the CAT for the maintenance of a unit's equipment

11.7.2. Procure, maintain, and securely store a consolidated tool kit that includes all tools identified by the CAT.

11.7.3. Supplement unit bench stocks with emergency supplies and those parts and materials required to perform PMIs.

11.7.4. To the maximum extent possible, schedule with BCE antenna support structure inspection to coincide with scheduled CAT visits.

11.7.5. Coordinate necessary antenna downtime to coincide with CAT team visit.

Attachment 1 (Added), Section B--Terms

* Chief of Maintenance and Chief of Systems Flight--Within AIA, units will use the term Chief of Logistics (COL) in place of these.

Maintenance Staff--The maintenance staff includes the maintenance systems analysis function when authorized.

* Maintenance Management Information Systems (MMIS)--**(Added)** MMIS's collects, processes, and analyzes maintenance and personnel information within maintenance complexes and specialized asset management agencies. The two primary MMISs within AIA are the Core Automated Maintenance System (CAMS), and the Quality Deficiency Analysis System (QDAS). HQ AIA/LGMY is the command focal point.

Maintenance Complex Categories (Cats)--**(Added)** Four categories of maintenance complexes provide the most effective, economical management structure based on size, mission, and complexity of the unit. Factors identified here are not the sole criterion's for designating a unit's category. Individual unit category designations and standard organization structures are described in attachment 15.

* Satellite Supply Account--**(Added)** Satellite supply accounts are established to control assets not provided by SBSS. When authorized, this function is directly responsible to the COL for operation of a manual or automated supply system. It functions similar to a small base supply and may include the Materiel Control function. Process transactions to and from these accounts through Materiel Control.

This supplement is effective immediately.

ALFRED D. RITTER, JR., Colonel, USAF
Director of Logistics

Attachment 14 (Added)

MISSION CAPABILITY (MICAP) REPORTING PROCEDURES

A14.1. Overview. This attachment provides MICAP reporting procedures and describes use of the AIA MICAP Notification, RCS: *AIA-LES(AR)9501*. MICAP reports are required to advise 67 IW/LGS of conditions resulting in equipment outage due to lack of parts and status of related parts requisitions.

A14.2. Materiel Control Responsibilities. Materiel Control will:

A14.2.1. Submit reports only on end items with MICAP reportable SRDs listed in REMIS.

A14.2.2. Submit MICAP notifications by the most expedient means available (i.e. fax, phone, E-mail) and follow up with a priority message within 24 hours after start of the MICAP condition.

A14.2.3. Submit only verified backorders with UND 1 or J; do not report UND A requirements.

A14.2.4. Advise 67 IW/LGS and associated group LGS of MICAP receipt, downgrade, or cancellation within 24 hours of the change in status to close the MICAP incident.

A14.3. MICAP Notification Procedures. Materiel Control prepares and submits MICAP report/notification messages to identify parts requisitioned to restore mission equipment to full mission capability (FMC) to 67 IW/LGS and associated group LGS (WITH INFO COPY TO HQ AIA/LGSW) using format in Figure A14.1.

A14.3.1. Report up to three MICAP incidents in each message. Number data elements (1 through 16) separately for each incident.

A14.3.2. Provide an information copy of the notification message as applicable to HQ AIA/LGMY for all system outages, and CPSG/ZIL for parts managed by CPSG/ZI (previously AFCSC) (Source of Supply FPD).

A14.4. MICAP Termination (Receipt, Downgrade, Cancellation) Procedures. Use the format in Figure A14.2 to terminate any number of MICAP incidents. Number data elements (1 through 4) separately for each incident. Use the appropriate MICAP deletion code to indicate the reason for termination on each incident.

A14.5. Special Procedures.

* A14.5.1. If a piece of mission equipment is required to restore full mission capability, follow procedures in AFMAN 23-110, Volume II, USAF Supply Manual.

FROM: ORGANIZATION

TO: 67 IW KELLY AFB TX//LGS//

INFO: HQ AIA KELLY AFB TX//LGSW//

INTERMEDIATE GROUP//LGM/LGS//

HQ AIA KELLY AFB TX//LGMY//

CPSG KELLY AFB TX//ZI//(IF APPLICABLE)

(CLASSIFIED ACCORDING TO USAFINTEL 201-1, PARA C-105C - IF APPLICABLE)

SUBJ: AIA MICAP NOTIFICATION, RCS: AIA-LGS(AR)9501 REPORT

1. MICAP CONTROL NUMBER. Enter the five digit numeric MICAP control number assigned sequentially each calendar year. (Example: 96-001)

2. MICAP CAUSE CODE

3. STANDARD REPORTING DESIGNATOR (SRD)

4. SOURCE OF SUPPLY; THAT IS, FPD, S9E, DET 2, DET 4, WR-ALC/LRL (Previously DET 8), as appropriate.

5. PRIORITY AND URGENCY JUSTIFICATION CODE (UJC) OF THE REQUISITION (Example: 02/1E, 02/JE)

6. QUANTITY AND UNIT OF ISSUE

7. FULL NOMENCLATURE OF PART REQUISITIONED, THAT IS, Auxiliary Signal Processor, NOT Aux Sig Proc.

8. NATIONAL STOCK NUMBER (NSN) OF THE REQUISITIONED PART.

9. PART NUMBER OF THE REQUISITIONED PART. (For parts ordered from Det 2, 4, or WR-ALC/LRL (previously DET 8), enter the applicable part number only, not the pseudo stock number.)

10. MAJOR END ITEM OF EQUIPMENT.

11. POSITION OF EQUIPMENT INDICATOR (POEI)

12. REQUISITION NUMBER: ENTER COMPLETE REQUISITION NUMBER FOR THE PART REQUIRED; THAT IS, FB5004-8201-0054, FX7029-8102-0005.

13. DATE AND TIME OF MICAP. Enter calendar date and local military time when the asset was backordered or upgraded.

14. TECHNICAL ORDER NUMBER, FIGURE, INDEX AND PAGE/MAINTENANCE SERVICE BULLETIN NUMBER.

15. NEXT HIGHER ASSEMBLY/SUBASSEMBLY.

16. REMARKS: Enter any specific remarks about the particular MICAP condition or outage that 67 IW/LGS should know, that is, lateral support, partial receipt, or any other pertinent data.

NOTE: All MICAP messages will reflect the proper security classification as outlined in the appropriate security classification guide. Message traffic not meeting the criterion's of the classification guide will be sent as ENCRYPT FOR TRANSMISSION ONLY (EFTO) as a minimum.

FIGURE A14.1 Sample AIA MICAP Notification Message.

FROM: ORGANIZATION

TO: 67 IW KELLY AFB TX//LGS//

INFO: HQ AIA KELLY AFB TX//LGSW//

INTERMEDIATE GROUP//LGM/LGS//

HQ AIA KELLY AFB TX//LGMY//

CPSG KELLY AFB TX//ZI//(IF APPLICABLE)

UNCLAS E F T O

QQQQ

SUBJECT: AIA MICAP (RECEIPT/DOWNGRADE/CANCELLATION) TERMINATION

1. MICAP CONTROL NUMBER. Enter the number used in the original MICAP Notification Message.

* 2. DELETE CODE (AFMAN 23-110, Volume II, Part Two, Chap 17)

3. DATE AND TIME THE PART WAS RECEIVED, DOWNGRADED, OR CANCELED. Same format as used in the original MICAP Notification Message

4. REMARKS

Figure A14.2 Sample MICAP Termination Message.

*** Attachment 15 (Added)**

UNIT CATEGORY DESIGNATION AND FUNCTIONAL ALIGNMENT

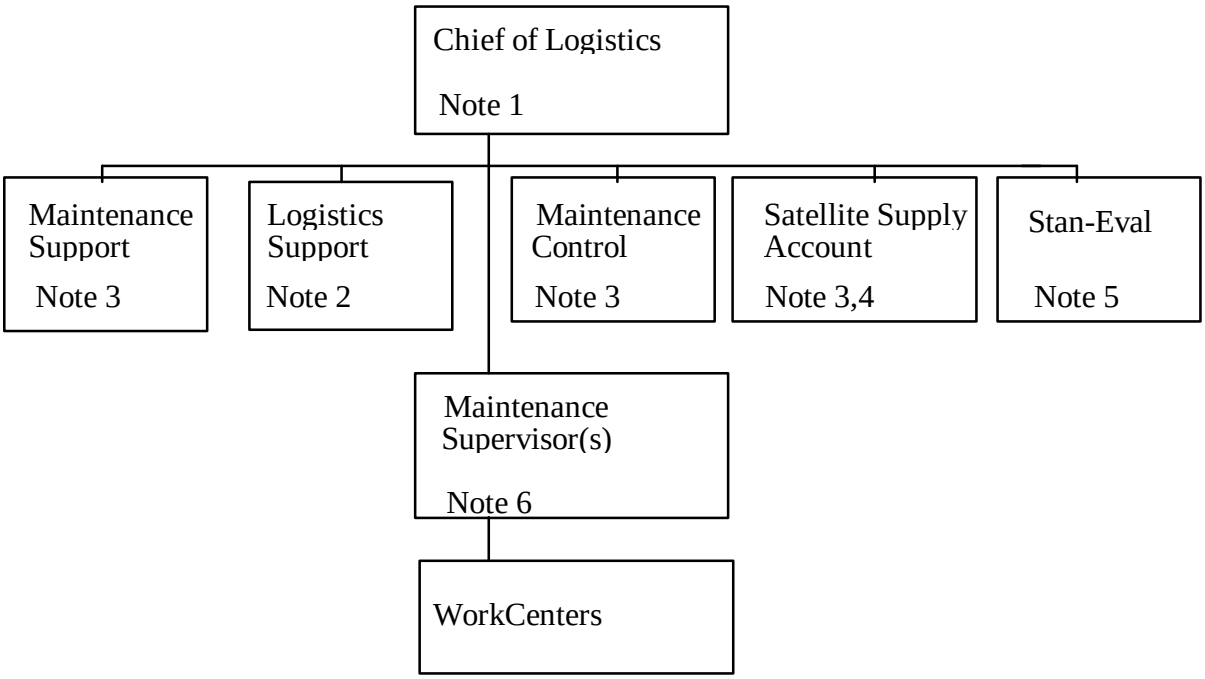
Cat I Units	**Cat II Units**	**Cat III Units**	**Cat IV Units**
10 IS	381 IS	AFIWC/MSL	Center Dets
48 IS	390 IS	26 ISS	
93 IS	488 IS	68 IS	
97 IS	TOD	94 IS	
301 IS		692ISS	
303 IS		690 ISS	
Center		426 IS	
		NAIC	

Functionally Supported Maintenance Activity (FSMA)

FSMA	Supporting Activity
20 IS	97 IS
OL-RS, 488 IS	488 IS
25 IS	67 IG

*** Table 15.1 Unit Category Designation.**

Cat I MAINTENANCE COMPLEX ORGANIZATIONAL CHART (Note 7)



NOTES:

1. Includes Administration and the Maintenance Superintendent.

2. Maintenance Support may include Logistics Support, or Logistics Support may be aligned as a separate function directly under the Chief of Logistics.

3. May include Materiel Control.

4. When authorized to support special systems.

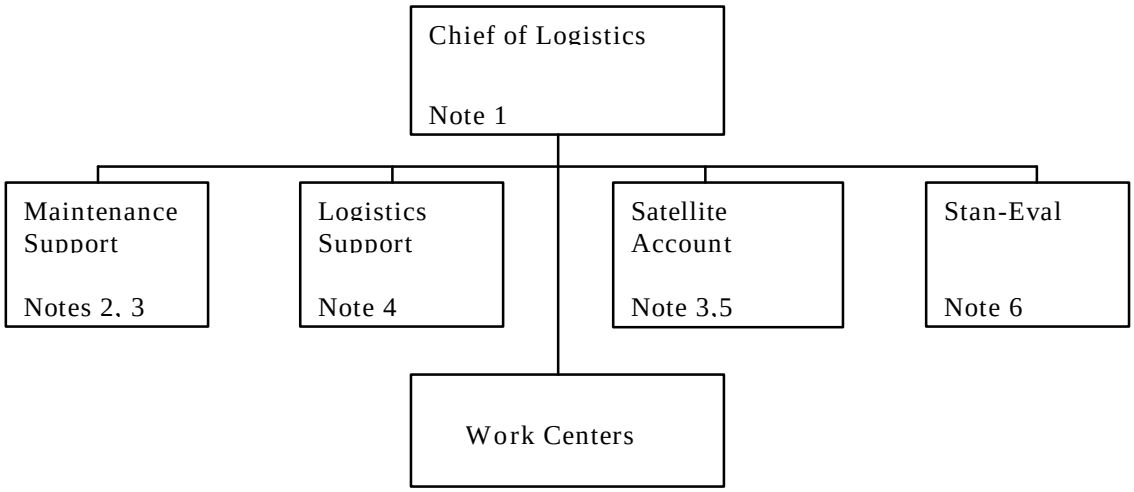
5. When required to support airborne missions per AIAI 11-402 and 67IWI 11-408.

6. For proper span of control, one or more maintenance supervisors may be authorized by the Chief of Logistics. Not more than one supervisory level will exist between the production workcenter and the Chief of Logistics.

7. Cat I. Normally consists of 6 or more production workcenters, more than 60 direct maintenance manpower authorizations (DMMAs), a full time Maintenance Support staff, and a full-time Maintenance Control.

Figure A15.1. Cat I Maintenance Complex Organizational Chart.

Cat II MAINTENANCE COMPLEX ORGANIZATIONAL CHART (Note 7)



NOTES:

1. Includes the Maintenance Superintendent and may include administration.

2. Maintenance Support provides some functions (reporting, controlling, etceteras) of the Job Control in Cat I units. Maintenance Support may include Administration, Logistics Support, and Materiel Control.

3. May include Materiel Control.

4. Logistics Support may be aligned as a separate function directly under the Chief of Logistics.

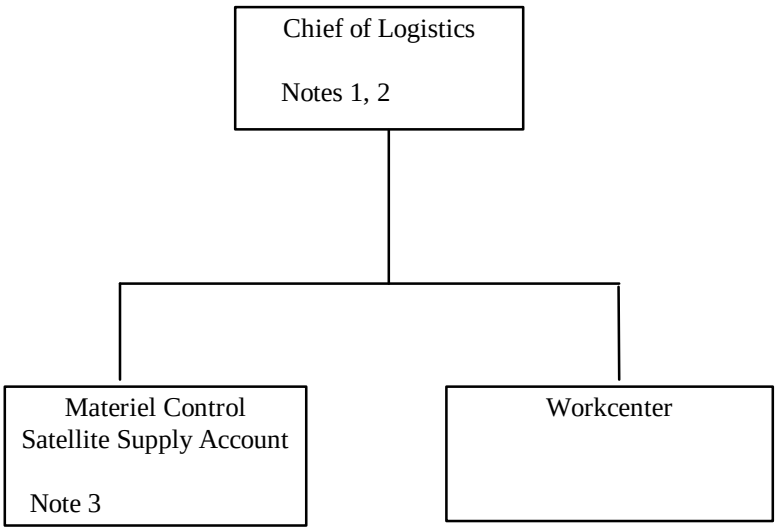
5. When authorized to support special systems.

6. When required to support airborne missions per AIAI 11-402 and 67IWI 11-408.

7. Cat II. Normally consists of 4 or more production workcenters, 21 to 60 DMMAs, a full time Maintenance Support staff, but not a full time Maintenance Control.

Figure A15.2. Cat II Maintenance Complex Organizational Chart.

Cat III MAINTENANCE COMPLEX ORGANIZATIONAL CHART (Note 4)



NOTES:

1. Combines supporting tasks, such as Master PMI roster, Master ID Listing, PIPRs, etceteras, into one workcenter. Includes Administration functions

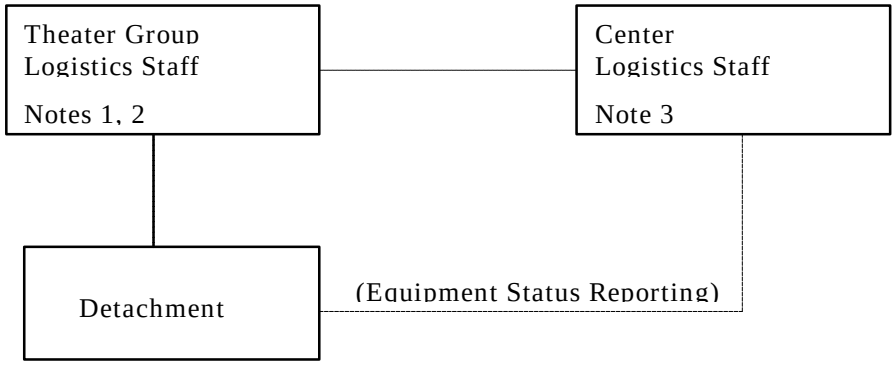
2. For FSMAs, the Chief of Logistics block includes the maintenance supervisor or the workcenter supervisor according to the size of the maintenance force required.

3. Most Cat III units are authorized a Materiel Control function. A satellite supply account is authorized when needed to support special systems.

4. Cat III. Normally consist of less than 4 production workcenters, 20 or less DMMAs, and may have an enlisted COL. A Cat III complex normally has no staff authorizations for Maintenance Support or Maintenance Control; only minimum essential functions are performed in these areas.

Figure A15.3. Cat III Maintenance Complex Organizational Chart.

Cat IV MAINTENANCE COMPLEX ORGANIZATIONAL CHART (Note 4)



NOTES:

1. If supported by a theater group, detachments will address issues through their group.

2. The group will address all mission related issues to the center, with an info copy to the wing.

* 3. The center is authorized a 24-hour Maintenance Control. Detachments report changes in equipment status to the center using applicable center guidance with an info copy sent to the group.

4. Cat IV. (Center Detachments) Normally small single workcenter detachments with no maintenance staff authorized for Maintenance Support or Maintenance Control. Only minimum essential functions are performed in these areas. The center Maintenance Control function assists Cat IV units with outage tracking.

5. For the purposes of the MSEP personnel evaluation program, Cat IV organizations will be treated the same as FSMAs as directed in paragraph 5.17. of the basic (that is., MSRs may perform personnel evals if directed by the parent organization.) The parent organization should ensure that sufficient personnel evaluations are performed during the managerial evaluation to ensure the adequacy of the training programs.

Figure A15.4. Cat IV Maintenance Complex Organizational Chart.

*** Attachment 16 (Added)**

REQUIRED FUNCTIONAL ADDRESS SYMBOLS (FAS) FOR FIELD UNITS

LOGISTICS FUNCTION TITLE	FAS
Chief of Logistics	LG
Logistics Superintendent	LG
(Note: Use Duty Code "271" to distinguish from Logistics)	
STAFF ELEMENTS (Note 1, 3)	
Maintenance	LGN
Branch Chiefs (If used)	LGN
(Note: Use Duty Code "063" to distinguish from Maintenance Supervisor, LGN)	
Information Management	LGA
Standardization-Evaluation (STAN/EVAL)	LGB
Contracting	LGC
Maintenance Training Center	LGF
Maintenance Control	LGH
Maintenance Support (Cat I, II)	LGK
Information Management (P/O Cat II)	LGKA
Materiel Control (P/O Cat I, II)	LGKC
Logistics Support	LGL
Supply (FB/FX)	LGS
Materiel Control (Aligned with FB/FX)	LGSC
MAINTENANCE WORKCENTERS (Note 2, 3)	
ASARS Processing (APS)	LGNA
Data Systems/EMS/GDPS/GCP/TMPS	LGNB
Conventional Systems	LGNC
Computer	LGND
Imagery Exploitation (IES)	LGNE
Flightline (AMTs)	LGNF
Power Production (Power Pro)	LGNG
Environmental Control Units (ECU)	LGNH
Backshop Maintenance (Intermediate Level)	LGNJ
Mission Control Maintenance	LGNK

Link/Communications Van	LGNL
CRITICOM	LGNN
Production Support	LGNO
TGIF/DGIF VAN	LGNP
Radio	LGNR
SENIOR YEAR (Combined workcenters)	LGNS
COMSEC/C3CM	LGNT
AN/FLR-9 Maint	LGNV
Antenna	LGNW
Satellite	LGNX
Zonal (ECU & Power Pro)	LGNZ

NOTES:

1. Functions may be organized as stand-alone FAS or as part of another FAS depending on workload involved and local management decisions. (Examples are Logistics Support and Materiel Control.)

2. Maintenance workcenters are broken down using the FAS of LGN_. This is so there is no conflict with AFMAN 37-127 and the number of different functions.

Attachment 17 (Added)

FORMATS FOR SYSTEM STATUS REPORT (SSR)

AND AIRBORNE MAINTENANCE TECHNICIAN STATUS REPORT (AMT-SR)

A17.1. SSR Format. Use the following data and codes to document system use, status, and repair action.

A17.1.1. Address the SSR to the appropriate wing and depot responsible for system management and info other addressees as directed by higher headquarters.

A17.1.2. The message subject will include the program name (SENIOR YEAR) and SSR.

Example: SUBJ: SENIOR YEAR SYSTEM STATUS REPORT

A17.1.3. In the first paragraph, provide the aircraft tail number, mission number, mission type, and success codes:

Example: 1. 12345/ABCDE/A/A

Use the following mission type codes:

A - Operational and Exercise Mission.

B - Training Mission.

C - BUSY RELAY.

Use the following mission success codes:

A - Complete mission.

B - AIA-maintained system deviation, termination, abort.

C - ACC-maintained system deviation, termination, abort.

D - Other deviations (weather, sickness, etceteras).

A17.1.4. In the second paragraph, provide takeoff and landing times, scheduled and actual times, and scheduled and actual sensitive area (SA) times. Use Zulu times in DTG format.

Example: 2. TAKEOFF: 121212Z JAN 94; LAND: 122121Z JAN 94

SCHEDULED TIME: 4.0 HOURS; SCHEDULED SA TIME: 3.5 HOURS

ACTUAL TIME: 4.3 HOURS; ACTUAL SA TIME: 3.8 HOURS

ACTUAL LINK TIME: 4.0 HOURS

* A17.1.5. Document system status and titles in the next several paragraphs. This status must match the mission supervisor's assessment as documented on the post-mission flight report (PMFR). SENIOR YEAR SSRs will list each Standard Reporting Designator (SRD) assigned mission systems.

Use the following system status codes:

1 - System fully operational.

2 - Malfunction caused no mission impact.

3 - Malfunction caused reduced mission capability/outage.

4 - Malfunction caused mission termination or abort.

5 - System not used/required.

NOTE: Add an "F" to Codes 2 and 3 when malfunction was corrected during mission.

Example: CODE SYSTEM
3.2F MIST
4.1 DGIF

* A17.1.6. A “REMARKS” section will follow the status paragraphs. Provide information on specific malfunction and repair actions for any system coded 2, 3, or 4.

* A17.1.6.1. Include all PMFR REDCAP/outage (OD) times.

* A17.1.6.2. Format:

First line: Paragraph Number, Status Code (Serial Number for SY sensors only): Discrepancy

Second line: C/A (Corrective Action): Repair action

Example: REMARKS:

3/2F: INTERMITTENT LINK.

C/A: RESEATED INTERFACE CONNECTOR.

* A17.1.7. The final paragraph will be a "COMMENTS" section. Include information on any PMFR not covered in the SSR REMARKS section; comments on mission success codes B, C, or D; and comments on aircraft launch/recovery deviations. Include a Point of Contact for the SSR.

Example: COMMENTS: LATE TAKE-OFF DUE TO SNOW ON RUNWAY.

A17.2. RC-135 System Status Report. Use appropriate platform/baseline format provided in mission loads by Det2, 645MATS.

A17.2.1. The first line of the report following the SUBJECT line would read (when classified SECRET) as follows:

“(S) THIS MESSAGE IS SECRET IN ITS ENTIRETY DUE TO COMPILATION OF MATERIAL CONTAINED HEREIN.” Change the above as required when classified CONFIDENTIAL.

A17.2.2 As an example, the classification source for aircraft Crossfeeds should read:

DRV FROM: BIG SAFARI SCG, 15 Apr 96

Reason: 1.5(c)

DECL ON: (X1)

A17.3. AMT-SR Format. (BIG SAFARI only).

A17.3.1. Submit the AMT-SR by message to 67 IW/LG with info copies to HQ AIA/LGM, 26 IG/LG, 692 IG/LG, 67 IG/LG and all system-associated units.

A17.3.2. Paragraph 1 will contain name, rank, platform qualifications, date of separation or DEROS, and date next evaluation is due. **NOTE**: Under next eval, enter the individuals function if not in upgrade training (that is NCOIC, LG).

Example: 1. RANK NAME QUALIFICATIONS DOS/DEROS NEXT EVAL

(BL6 BL6C CB CS)

SSGT DOE III II IV APR 99 BL6C/JUL 98

A17.3.3. In paragraph 2, comment on any situation possibly effecting flying or upgrade status for any AMT, that is serious injury, illness, or loss of clearance.

A17.3.4. List any assignment preferences for AMTs in paragraph 3.

A17.3.5. Paragraph 4 will list inbound or outbound AMTs.

Attachment 18 (Added)

REVIEW PROCEDURES FOR E-I PROJECTS DEVELOPED BY 668 LS

A18.1. Introduction. Use this attachment to review E-I project packages developed by 668 LS or when planning local or self-help projects. Project reviews are systematic procedure to ensure the completeness and accuracy of project packages. Ensure all supporting workcenters review their portion of project packages.

* Publications required for performing a review or for preparing a self-help project:

∗ AFI 33-104, Base-Level Planning and Implementation

AFICR 56-16, Control of Compromising Emanations (TEMPEST)

AIAI 32-102, Mobile Engineering, Alteration, and Repair (MEAR) Team

AIA Electronic Installation Standard 2-1

∗ NSTISSAM 2-95, Red/Black Installation

TO 31-10-series, Standard Installation Practices

TO 31W2-10-12, Outside Plant Cable Placement

A18.2. General. 668 LS E-I project packages consist of various sections. Older project packages may differ in structure, but should still contain all the required information. Project packages normally consist of these sections:

- General Information
- References
- Related Projects
- Support Requirements
- Installation Instructions
- Interposition Wiring Details
- Time Signal Distribution
- RF Distribution and Control System
- Materiels
- Standard Drawings
- Facility Drawings

A18.3. Review Procedures.

A18.3.1. Inventory the package. Use the drawing list to determine if the drawings and or sketches provided with the package are the same as called for on the list. Check drawing numbers and revisions. If a project contains classified information, the classified portion of a project package may be mailed under separate cover.

A18.3.2. Read the package to become familiar with the projects requirements. Allow enough time to properly review the package. Remember there are many considerations to keep in mind during the review process. Try to identify and solve potential problems during this phase. Document review findings.

A18.3.3. Process recommended changes according to applicable AIA 33 series instructions.